

## **Academic Appointments, Eligibility, and Application Processes**

Preceptors are essential in preparing students to be confident pharmacist graduates who are ready to enter practice. As such, the Faculty of Pharmacy and Pharmaceutical Sciences (FoPPS) is pleased to be able to offer academic appointments to preceptors as recognition of their critical role in the education of students.

All preceptors must complete a [Preceptor Enrolment Form](#) in order to receive a faculty appointment. Please note, preceptor training is required, and must be recorded on each preceptor's CORE ELMS account. Preceptor training requirements are outlined on our "Training" webpage found [HERE](#).

There are 2 academic titles available to preceptors. They are:

(1) Clinical Preceptor: every preceptor receives this title which provides 120 days of University of Alberta library access corresponding to the term in which they are precepting. The preceptor receives library access by completing the [library access](#) application form. Preceptors will be reminded of this process prior to each block of preceptorship by our administrative coordinator. The library, including how-to information, can be accessed [HERE](#).

(2) Clinical Academic Colleague (CAC): this appointment is available to preceptors who continually support FoPPS and its students by precepting on a consistent basis. This appointment grants the preceptor access to the University of Alberta library for 3 years. You will receive an automated notification from CORE ELMS 3 months prior to expiry. If you would like to renew, you will need to submit another application.

Preceptors are eligible for this title if they have precepted or have offered to precept students in the past 2 out of 3 years, and intend to continue precepting similarly in the future.

In order to award the CAC title, the following are required in the submission package:

1. Preceptor's CV/resumé (please include a section that highlights your precepting experience).
2. Confirmation of completing preceptor training, including (1) Foundational Preceptor Skills Online Training Modules (4 in total) and (2) Precepting the Patient Care Process eModule. Both training programs can be found on the "Training" webpage linked above.
3. Completed Preceptor Enrolment form and active CORE ELMS account

The CAC is offered for a 3-year term, with confirmation of participation in the program when applying for renewal. How to apply for the CAC:

1. Complete the online application at [HERE](#) by one of the following adjudication dates:  
February 1  
May 1  
August 1  
November 1
2. Ensure your preceptor account within [CORE ELMS](#) is updated to reflect your completion of required preceptor training. Once logged into CORE ELMS, under the "Requirements" tab, you will see fields to enter and update this information. If you need help with this process, please contact our office administrator for assistance.

For any questions or concerns regarding the CAC application process or eligibility, please contact the office administrator at [phexed@ualberta.ca](mailto:phexed@ualberta.ca).